

**APPLICATION FOR WORK-STUDY ALLOWANCE
TO REPAY AN EDUCATION DEBT (Under 38 U.S.C. 3485)****PART I - APPLICANT**
PLEASE TYPE OR PRINT CLEARLY IN BLACK INK OR NO. 2 PENCIL**1. NAME OF APPLICANT**

A. FIRST NAME

B. M.I.

C. LAST NAME

2. MAILING ADDRESS

A. NUMBER AND STREET OR RURAL ROUTE

B. APARTMENT OR BOX NUMBER

C. CITY OR POST OFFICE

D. STATE

E. ZIP CODE OR FOREIGN MAIL CODE

4. SEX

☐ MALE☐ FEMALE**3. SOCIAL SECURITY NUMBER OR VA FILE NUMBER**

A. SSN

B. VA FILE NUMBER

C-

5. TELEPHONE NUMBER (Include Area Code)

A. DAYTIME

B. EVENING

PART II - EXPERIENCE INFORMATION

6. WORK SITE PREFERENCE (Please tell us the school, VA facility or other Government facility where you would prefer to do VA-related work)

7. DAYS AND HOURS DURING THE WEEK YOU WOULD BE AVAILABLE

(X)

DAYS

HOURS

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

8. WORK EXPERIENCE (Tell us about the jobs you had before, other than VA work-study jobs)

9. QUALIFICATIONS (Tell us about any special qualifications you have based on your education and work experience. We are interested in experience that would help you work for VA, such as experience in Automated Data Processing programs. Also tell us what kinds of jobs interest you.)

10. REMARKS

SIGNATURE AND DATE

11. SIGNATURE OF APPLICANT (Do not print)

12. DATE SIGNED

**INFORMATION AND INSTRUCTIONS FOR COMPLETING THE APPLICATION
FOR WORK-STUDY ALLOWANCE
(TO REPAY AN EDUCATION DEBT)**

**TO QUALIFY FOR THIS PROGRAM, YOU MUST HAVE AN OUTSTANDING EDUCATION
DEBT WHICH WAS CREATED UNDER ONE OF THE FOLLOWING EDUCATION
PROGRAMS:**

Montgomery GI Bill-Active Duty Educational Assistance Program (Chapter 30, Title 38 USC)
Vocational Rehabilitation Assistance and Training Program (Chapter 31, Title 38 USC)
Veterans' Educational Assistance Program (Chapter 32, Title 38 USC)
Vietnam Era Assistance (Chapter 34, Title 38 USC)
Dependents' Educational Assistance (Chapter 35, Title 38 USC)
Educational Benefits Administration (Chapter 36, Title 38 USC)
Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606, Title 10 USC)

WHO IS ELIGIBLE? You are, if you have a VA education debt and want to repay that debt by working under the work-study program. You can earn the Federal minimum wage or the State minimum wage, whichever is greater. VA will apply all of the work-study benefits that you earn under this program to your education debt. The debt is the full amount owed to the Federal Government, to include all accrued interest, administrative costs and other fees. You do not have to be in school or training to be eligible for this work-study program.

WHAT KIND OF WORK MAY I DO? You may do the following types of VA-related work: VA paperwork at schools or VA offices, outreach services under VA supervision, work at VA medical facilities, or National Cemetery System offices, or work at Department of Defense facilities related to education benefits under the GI Bill. You must perform your work in a satisfactory manner.

HOW LONG CAN I WORK? You may enter into a contract to perform work-study for the lesser of the following: The number of weeks needed to liquidate your debt or one year (52 weeks).

WHAT RESTRICTIONS APPLY? You do not qualify for this program if you have requested a waiver (forgiveness) of your education debt. (You can qualify if you do submit a request for a waiver and the VA denies your request.) If there are more individuals who apply for the work-study program than there are work-study positions in your area, VA must give priority to candidates who are pursuing a program of education or rehabilitation. You do not qualify for this program if VA determines that your debt can be collected through other means (such as lump sum collection, collection in installments, or compromise of the debt.) VA will terminate your contract if your debt is liquidated by other means, such as withholding of an income refund check by the Internal Revenue Service. If you terminate your work-study contract, and your debt has not been paid in full, collection of your debt will resume on the date your contract stops.

CAN VA OFFSET YOUR DEBT? VA will ordinarily suspend the collection of your debt by offsetting any VA benefits while you are under this program. However, you may voluntarily permit VA to collect part of your debt through offset against other benefits payable while you are performing work-study services.

HOW DO I GET HELP? If you need help in completing this application or if you require further information on other VA benefits, you can call VA TOLL-FREE using the following telephone numbers: **(800) 827-1000 or TDD (800) 829-4833.**

HOW DO I FILE A CLAIM? After completing the fill-in portion of this application form, send it to the following:

If your debt is being handled by the VA centralized debt facility (DMC or Debt Management Center), send the completed portion of this application to the following address:

**Department of Veterans Affairs
Debt Management Center
P.O. BOX 11930
FT. SNELLING, MN 55111**

If your debt is not being handled by the DMC, send the completed portion to the VA regional office that is handling your debt.